



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street  
Carson City, Nevada 89701

ADAM PAUL LAXALT  
*Attorney General*

WESLEY K. DUNCAN  
*Assistant Attorney General*

NICHOLAS A. TRUTANICH  
*Chief of Staff*

***Unclassified***  
***Position Announcement – Open Competitive***

**BUREAU OF BUSINESS AND STATE SERVICES**  
**BUSINESS AND TAXATION DIVISION**  
***Las Vegas***

**POSITION TITLE:** Deputy Attorney General

**SALARY: Deputy Attorney General:**  
\$72,349.20 - \$96,607.00 (Employer/Employee Paid)  
\$63,475.20 - \$84,743.00 (Employee Paid)

**DUTY STATION AND HOURS:** The position will be filled in the Las Vegas office of the Nevada Attorney General's Office; generally Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening and weekend hours may be required depending on particular issues and cases; there will be travel and overnight stay requirements.

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** This position provides legal advice to and representation of the Division of Mortgage Lending within the Nevada Department of Business and Industry. Additionally, this position will serve periodically as Board Counsel to the Taxicab Authority, also part of the Nevada Department of Business and Industry. This position will assist with investigations of, and commence and prosecute disciplinary and regulatory actions against escrow agencies, escrow agents, mortgage brokers, mortgage bankers, mortgage agents, and covered service providers licensed or required to be licensed by the Division. The position will also serve as counsel to the Board of the Taxicab Authority during public meetings to insure compliance with due process, the Open Meeting Law, and applicable statutes and regulations governing the taxi industry.

**EXAMPLES OF DUTIES:** Duties include the provision of day-to-day legal advice primarily in the areas of administrative investigations, administrative due process,

consumer protection law, business regulatory law, open meeting law, and public records law. The successful applicant will assist with investigations and commence and prosecute disciplinary and regulatory actions at public hearings and on appeal to the courts by way of petitions for judicial review. The successful applicant may also be required to draft opinions and administrative orders, as well as administrative regulations, policies and procedures.

### **QUALIFICATIONS**

**KNOWLEDGE REQUIRED:** Applicants must have or develop knowledge of administrative law and practice and laws pertaining to State government affairs including contracting authority, the legislative process and open meeting laws. Applicants must have or develop a working knowledge of NRS Chapter 233B (Administrative Procedures Act), Chapter 241 (Open Meeting Law), Chapter 239 (Public Records Law), Chapter 598 and 598D (Credit Service Organizations), and Chapters 645A, 645B, 645E and 645F (Mortgage Lending and Loan Modification).

**SKILLS REQUIRED:** Applicants must possess skill in effective analysis of complex legal problems and the proper application of legal principles to resolve problems. Applicants must be able to research legal issues using online computerized legal research tools and engines and draft legal documents including regulations, advisory opinions, contracts and agreements. Applicants must have effective skills in written and verbal communication, presentation of administrative and judicial cases and effective appellate advocacy. Applicants must be able to function when necessary as part of a team, contributing effectively to the accomplishments of team or Office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills or potential. Applicants must also have excellent time management skills and good interpersonal skills.

**PHYSICAL DEMANDS:** This position requires: mobility to work in a typical office setting; the ability to use standard office equipment and to travel to client offices and locations and courts in various parts of the State; vision to read printed materials and a computer screen; and hearing and clear speech to communicate intelligibly in person and over the telephone and to hear and respond to questions. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**BAR ADMISSION AND EXPERIENCE:** Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts. Experience in one or more of the foregoing substantive areas of law is desirable.

**This Position Announcement lists the major duties and requirements of the position and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Interested applicants should submit a cover letter (which indicates how you heard about position), resume and writing sample to:

Pamela Sharp, Supervising Legal Secretary  
Office of the Attorney General  
100 N. Carson Street  
Carson City, Nevada 89701-4717  
E-mail: [PSharp@ag.nv.gov](mailto:PSharp@ag.nv.gov)  
Fax: (775) 684-1108

***No later than close of business on December 31, 2015.***

The Attorney General's Office is an equal opportunity employer.